26 JUL 1972

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support

SUBJECT : Eighth Annual Federal Paperwork Management Awards

REFERENCE : Letter to the Director from the President, Association of Records Executives and Administrators, dated 27 March 1972 (att)

STATINTL

1. This memorandum transmits for your signature a letter to the Awards Committee, Association of Records Executives and Administrators, nominating [ ] for the 1972 Federal Paperwork Management Award.

2. The attached nominating document was prepared by the Director, Central Reference Service. It has been reviewed and concurred in by the Acting Deputy Director for Intelligence and a representative of the Office of Security.
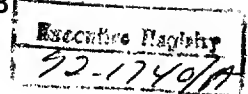
3. It is recommended that you sign the attached letter. The deadline for submission of nominations is 1 August 1972.

/s/Harry B. Fisher
Harry B. Fisher
Director of Personnel

Atts

Distribution:
O & 1 - Addressee   2 - D/Pers
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STATINTL OP/BSD/[ ]jas (25 July 1972)

Executive Registry
72-1749/A

27 July 1972

Awards Committee
Association of Records Executives
  and Administrators
Post Office Box 59
Washington, D. C. 20044

Gentlemen:

STATINTL

In reply to Mr. Judd's letter of 27 March 1972, we are pleased to nominate [ ] for the Eighth Annual Federal Paperwork Management Award.

STATINTL

[ ] as Chief of our Systems Analysis Staff, developed a novel machine-assisted storage and retrieval system which provides automatic average dissemination based on content analysis, the first of its kind in the Agency. In view of his innovative development of this unique system and its potential application to other dissemination problems, we believe [ ] meritsSTATINTL this recognition.

Sincerely,

/s/ W. E. Colby

W. E. Colby
Executive Director

Enclosures

STATINTL

OP/BSD[ ]:jas (25 July 72)
Retyped: ExDir:blb (27 July 72)
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